

ORIGINAL SIDE

EMPLOYMENT NOTICE FOR RECRUITMENT OF STAMP REPORTER ON THE ORIGINAL SIDE

Advertisement No. 02-R/HCOS/SR/2025 Dated, the 5th day of March, 2025

Applications are invited in the prescribed format from the eligible Indian citizens possessing knowledge in the vernacular of the State for preparation of a panel for filling up the 01 (One) vacancy in the post of Stamp Reporter on the Original Side establishment of the High Court at Calcutta. The appointment will initially be made purely on temporary basis but are likely to be made permanent.

1. Classification of vacancies

SL. NO	CATEGORIES	NUMBER OF VACANCY
1.	SCHEDULED CASTE	01

2. Scale of Pay

Pay Matrix Level 16 of (Rs.56,100-1,44,300) along with other allowances as admissible under the West Bengal Services (Revision of Pay & Allowance) Rules, 2019 adopted as an interim measure by the Hon'ble High Court at Calcutta.

3. Age Limit

- a. Age not less than 18 years and not more than 40 years as on date of publication of the Notice (Upper age limit is relaxable by 5 years in case of S.C. candidates of **West Bengal only**).
- b. Age as recorded in the Admit Card/Certificate of Madhyamik (10th standard) or Equivalent examination issued by any recognized Board/Council will only be accepted.

4. Educational Qualification:

- a. Should be Law Graduate from any recognized University and a practising Advocate.
- b. Must have knowledge in the vernacular of the State of West Bengal and workable knowledge in Hindi.
- c. Should have thorough knowledge in the following legal subjects.

(i) The Court-Fees Act, (ii) The Indian Stamp Act, (iii) Registration Act, (iv) Limitation Act, (v) Code of Civil Procedure and (vi) Evidence Act.

In addition thereto, the knowledge of the Rules of the Original Side, High Court at Calcutta is essential.

- d. Must have knowledge in basic computer application.

Fees:

Examination fees for Scheduled Castes candidates of West Bengal, shall be Rs. 400/-. Examination fees shall be paid through bank challan payable at all branches of Punjab National Bank in India and to be paid in the Savings Bank Account No. **0091010372343**, in favour of the Registrar, Original Side, High Court, Calcutta.

Copy of bank challan is annexed herewith and same can be downloaded.

4. Mode of selection :-

The examination for the captioned post shall consist of (1) Written Test of 100 marks on the above mentioned subjects to be answered within 3 hours, (2) Viva-voce/Interview.

Essential Supporting Documents Required:-

1. Three recent and identical passport size (coloured) photographs duly signed by the candidate on the front portion of application (one to be pasted on the top right corner of the application and others to be stitched/stapled with the application).
2. Two self-addressed envelope of the size of 25 cm x 11 cm with postal stamp of Rs. 45/- affixed on each of the envelope for further communication through registered/speed post.
3. Photocopy of self-attested documents in support of date of birth (Madhyamik or equivalent certificate/Admit card).
4. Photocopy of self-attested mark-sheets and certificates of Class 10th & 12th Standard and LLB.
5. Photocopy of requisite Caste Certificate.
6. Photocopy of date of enrolment with the Bar Council of West Bengal along with particulars in details about the experience of legal work specifically on the Original Side, High Court, Calcutta.
7. Filled in Bank Challan.

Closing Date:-

The application must be submitted in closed envelope, superscribing thereon the post applied for, to the undersigned within 4:45 P.M. on or before 20th March, 2025. Candidates can submit their applications in the Office of the Undersigned situated in 1st Floor, High Court at Calcutta (Main Building).

Any application reaching the office of the undersigned after the stipulated time shall not be considered, even though the same may have been posted well in advance.

General Instructions:-

1. Admit cards containing Venue, Date and Time of the Test will be sent to the candidates whose applications will be considered to be in order in all respect, by post. Candidates called for Test shall be required to appear at their own expenses.
2. Admission to the test/examination will be deemed provisional, subject to verification and determination of the candidate's eligibility and suitability in all respect. If at any stage of the process, a candidate is found to be ineligible for admission to the test in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.
3. Application must contain the following particulars:- (1) Full name of the candidate (in capital letters), (2) Father's/Husband's Name, (3) Category, (4) Date of Birth, (5) Address (Present and Permanent, along with PIN code) with Telephone/Mobile number and E-mail Id, (6) Educational Qualifications, (7) Nationality, (8) Proof of depositing application fees with details of Bank Challan No., Date and amount and (9) Full signature of the candidate with date must be given at the bottom of the application.
4. Incomplete applications/unsigned applications/applications submitted without proper application fees and requisite documents will be summarily rejected. The application fees is not refundable in any case.
5. In case of any dispute, the decision of the Hon'bleThe Chief Justice/Acting Chief Justice shall stand final.
6. For further announcement, all concerned are requested to follow the Court's website www.calcuttahighcourt.gov.in.

Sd/-

**Registrar, Original Side
High Court, Calcutta**

Dated, Calcutta, the 5th day of March, 2025

**Prescribed Format
(Application Form)**

Affix your recent
passport size
photograph here.

1. Full Name:-
(In Capital Letters)
2. Date of Birth :-
(Certificate to be attached in proof of date of birth)
3. Age :-
(As on the date of application)
4. Sex (Male or Female) :-
5. Father's/ Husband's Name :-
6. Nationality :-
7. Religion :-
8. Whether belongs to SC / ST:-
9. Whether Ex-Serviceman / Physically Handicapped / Sports Person :-
10. Whether you are presently employed in any organization :-
11. If yes, since when :-
12. Present Address :-
13. Permanent Address :-
14. Educational Qualification :-
(Certificates to be attached in proof thereof)
15. Details of Fees Paid :-
(Challan / Bank Draft, etc.)
16. Telephone/Mobile number
17. E-mail Id.

Place :-
Date :-

Signature of the Applicant

CAUTION: USE "FCMBR" MENU OPTION IN FINACLE INSTEAD OF "HTM"
 Institute Code- RHCC Collection Code- RHCC
 Deposited at any branch of Punjab National Bank

(Bank's Copy)

Punjab National Bank DIST. NO.

Branch

Client's Name

Registrar, High Court at Calcutta, Original Side

Account No

Name & Address

Category

Date Of Birth

Last Date to remit money

Post applied for

Particulars of Deposit	Amount in ₹	Date of Deposit					
		D	D	M	M	Y	Y
Examination Fee							
Bank Charge							
Total Amount							

Details of Cash/Cheque/DD:

CHQ/DD No & Date	Amount	Details of Note	Rs
		2000s	
		500s	
		200s	
		100s	
		50s	
		20s	
		10s	
		5s	
		2s	
		1s	
TOTAL			
Amount in words			
Initiating Official		Passing Authority	
Transaction No			

Depositor's Signature

Bank's Seal & Signature

CAUTION: USE "FCMBR" MENU OPTION IN FINACLE INSTEAD OF "HTM"
 Institute Code- RHCC Collection Code- RHCC
 Deposited at any branch of Punjab National Bank

(Candidate's Copy)

Punjab National Bank DIST. NO.

Branch

Client's Name

Registrar, High Court at Calcutta, Original Side

Account No

Name & Address

Category

Date Of Birth

Last Date to remit money

Post applied for

Particulars of Deposit	Amount in ₹	Date of Deposit					
		D	D	M	M	Y	Y
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Bank Charge							
Total Amount							

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		1s	
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(To be enclosed with application)

Punjab National Bank DIST. NO.

Branch

Client's Name

Registrar, High Court at Calcutta, Original Side

Account No

Name & Address

Category

Date Of Birth

Last Date to remit money

Post applied for

Particulars of Deposit	Amount in ₹	Date of Deposit					
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		20s	
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		5s	
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		1s	
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